



HEPTANESIA
MODEL UNITED NATIONS

CONFERENCE POLICY HANDBOOK

13TH SEPTEMBER 2020

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PROCEDURE POLICY FOR THE CONFERENCE

1. RIGHTS OF THE SECRETARIAT:

- The Secretariat of Heptanesia Model UN reserves the right to change, amend or modify any of the conference policies mentioned below
- The decision of the Secretary General on all matters stated in this handbook will be final and binding on all participants.

2. GENERAL POLICIES:

- The Secretariat of Heptanesia Model United Nations 2020 being the organizers of Heptanesia MUN 2020 may grant any exceptions to any of the specified conference policies
- enumerated below or any other general policies for the maiden edition of Heptanesia Model UN.
- The Heptanesia Model UN 2020 Secretariat is not liable for any false representation made by any other stakeholder of the conference who is not a part of the Secretariat for Heptanesia Model UN 2020 regarding exceptions to fees or policies of the conference.
- The Heptanesia Model UN 2020 Secretariat reserves the right to amend or modify the country/committee matrix.

3.CONFERENCE CODE:

- All delegates are expected to be present at all committee sessions and Certificates of Participation will be awarded only to those who attend at least 85% of committee sessions. The Rapporteur will be maintaining the attendance records for every session.
- The official language at Heptanesia Model UN 2020 will be English. During the sessions, the delegates are expected to exercise diplomatic courtesy when addressing members of the committee and the dais. No use of slang or informal terms would be entertained. However, ALPPM is a bilingual committee, wherein, the delegates are allowed to speak in both English and Hindi.
- It is the duty of the participants/delegates to ensure network stability while being connected to the conference in order for him/her to experience no technical glitches.

4.REFUND POLICY

- The conference fees are strictly non-refundable, under no circumstances whatsoever will the fees be refunded to the delegate.
- If a delegate withdraws from the conference, there is no provision for a refund of the registration fees already paid.

5.OTHER RULES:

- The Secretariat reserves the right to immediately expel delegates from the Conference due to unacceptable behavior. Serious infractions on the part of even a single delegate may require the dismissal, without refund, of the individual involved.
- Any photo, video and other audio/visual material taken and/or recorded during Heptanesia Model UN 2020 featuring any delegate may be used and published for promotional purposes by the Heptanesia Model UN 2020.

Note: By registering for the conference, the participant provides consent and agrees to abide by the conference policy of Heptanesia MUN 2020 before, during and after the conference. In case of a minor registering for the conference, online registration would automatically imply parental consent. The secretariat is indemnified from any liability arising out of any form of misrepresentation by any individual.

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ANTI – HARASSMENT POLICY

Heptanesia MUN 2020 hopes to create an environment that is safe for all individuals associated with it and hence has come up with a policy framework that would act as an aid to any victim/witness of harassment over the span of the conference.

This policy, divided into three parts, contains the Conference policy for harassment.

Part A: Ambit of harassment

Part B: Conference Policy

Part C: Redressal Mechanism

PART A: AMBIT OF HARASSMENT

1. Verbal conduct:

- Use of words to attack an individual on basis of their caste, color, gender, sex, race, religion, ethnicity, place of birth, place of residence, educational qualifications, etc.
- The use of threats or rewards to solicit sexual favors. Sexual, unfriendly and unsolicited comments on someone's appearance, age, etc.
- Sexual comments, stories and jokes. Sexual advances. Repeated and unwanted social invitations for dates or physical intimacy. Insults based on the sex of the person.
- Condescending or paternalistic remarks. Sending sexually explicit messages (by phone or by email)

2. Non-verbal conduct:

- Display of sexually explicit or suggestive material sexually suggestive gestures.
- Whistling and leering.

3. Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- Unwanted sexual advances;
- A demand or request for sexual favors;
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

PART B: CONFERENCE POLICY

1. In case of a delegate:

- If any delegate is found to have been involved in harassment of any kind, the delegate would be disqualified from the conference, without any refund and would be barred from awards.

2. In case of a member of the Organizing Committee:

- If a member of the OC is found to be involved in harassment of any kind, he/she would be barred from the conference.

3. In case of a member of the Executive Board:

- If an EB member is found indulging in harassment or supporting it, he/she would be barred from Heptanesia MUN 2020.

- This would also include dismissal from receiving any honorarium as well as certificate from the side of the Secretariat.

Note: This conference policy does not preclude any individual from initiating any legal proceeding or restrict their legal right to approach relevant authorities pertaining to the aforementioned matters.

PART C: REDRESSAL MECHANISM

In case any Delegate/ OC member/ EB Member finds himself/herself to be a victim of harassment, the following steps would be implemented to redress the same.

1. At any point of you facing harassment of any kind, feel free to contact the Secretary General or the Director General either in person or via phone or email.
2. In case of any such complaint having been registered with the Secretariat, an investigation would be sought into the allegation.
3. A Complaints Committee consisting of the Secretary General, Director General and Chief Advisor would be set up to look into the complaint, and an investigation shall follow, and if found to be true, the alleged person would be barred from the conference and all further editions and would be removed from the conference without any refund/remuneration.

Kindly note: The complete procedure, starting from the complaint being registered, to the investigation, to the adjudication of the complaint, would be a discreet and confidential process.

NOTE FROM THE SECRETARIAT

Respected Delegates,

We realize that know that it is not always possible to have real, hard evidence against someone who harasses you; but if this policy prevents even a single instance of harassment, or makes it easier for you to get justice or deters a potential harasser, we view this to be a successful attempt at making MUNs and YPs a safe space.

We want you to understand that Heptanesia MUN has a zero-tolerance policy towards any harassment and discrimination and assure you that we would be discreet when tackling any such complaint.

We realize that it is not always your first choice to register a formal complaint against the person who harasses you, due to a variety of factors, hence kindly feel free to approach any of the below mentioned people, in an official or unofficial capacity.

1. Nandini Shenai (Secretary General) - 7977674810
2. Miheer Jain (Director General) - 9137878960

We thank you in advance for your cooperation.

Please do not hesitate to email us at heptanesiamodelun@gmail.com with any questions or concerns.

Regards,

Nandini Shenai

Secretary General

Heptanesia MUN 2020

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